



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

Canc frp: Nov 15

COMNAVRESFORNOTE 1001
N5
4 Nov 2014

COMNAVRESFOR NOTICE 1001

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2015 FORCE EXECUTION GUIDANCE

Ref: (a) BUPERSINST 1001.39F
(b) RESPERS M-1001.5
(c) DoDI 1215.06
(d) OPNAVINST 1001.27

1. Purpose. To provide supplemental guidance to reference (a) for all subordinate commands and Operational Support Officers (OSOs). This notice supersedes previous guidance provided in COMNAVRESFORNOTE 1001 of 5 Sep 15 (Canc: Sep 15).

2. Goal. To complete Navy Reserve training requirements, achieve mobilization readiness, and provide operational support while maximizing efficiency throughout the Fiscal Year (FY).

3. Satisfactory Participation Requirements

a. Unit Commanding Officers (COs) or Officers in Charge (OICs) shall counsel their assigned personnel on annual participation requirements as specified in articles 1001-010 and 1571-010 of reference (b). Failure to meet minimum participation requirements may result in adverse administrative action.

b. Per reference (c), Selected Reserve (SELRES) Sailors who affiliate after 1 June 2015 are exempt from their minimum Annual Training (AT) requirement. No AT Waiver request is required in this case.

c. Per article 1571-010 of reference (b), SELRES personnel must perform 12 to 14 days AT/ADT each fiscal year. This requirement may be met by an equivalent number of days of other forms of active duty (Active Duty for Special Work (ADSW), Mobilization). No AT waiver request is required in this case.

d. Article 1571-010 of reference (b) provides specifics regarding AT waivers. AT waiver requests shall be:

(1) Submitted on a NAVRES 1571/15, AT Waiver Request form, via the chain of command, to the cognizant Navy Reserve Activity (NRA) Commanding Officer or Aviation Wing Commander for final approval by 1 May. Per reference (c), waivers will only be approved in cases where an undue personal hardship would exist if the yearly AT requirement were to be completed.

(2) Documented in Navy Standard Integrated Personnel System by the final approving authority.

4. AT Policy

a. AT shall be the primary means to satisfy the minimum annual active duty participation requirements. AT orders are involuntary orders. Completion of one's minimum yearly AT requirements prior to execution of other types of active duty (ADT, ADSW) is preferable. However, to allow OSOs the flexibility to match mission priorities with funding requirements, an "AT first" policy is not mandatory. All planned AT requirements shall be submitted into the Navy Reserve Order Writing System (NROWS) by 31 May and all orders for those requirements shall be submitted no later than 30 June.

b. NRA COs, Unit Cos, and OSOs will use 14-days AT (exclusive of travel) when building requirements. Exceptional AT (E-AT) will not be incorporated into the planning process.

c. NRA COs are authorized to direct SELRES identified for mobilization (R## or RC1) to use their AT to complete pre-mobilization screening requirements.

d. Split AT:

(1) Without travel is authorized.

(2) With travel is authorized based on the practicality of the request and availability of funding.

e. E-AT beyond the 14-day planning figure (not to exceed 29-days in a FY), will be authorized on a case-by-case basis by Commander, Navy Reserve Forces Command (COMNAVRESFORCOM). COMNAVRESFORCOM approval of E-AT is on a 30-day rolling window based on start date of the order.

5. ADT Policy

a. Operational support.

(1) Funding requirements will be prioritized by COMNAVRESFORCOM (N3) and the Operational Support Executive Committee.

(2) Planning is the fundamental basis in identifying missions and the priority for ADT distribution across the force. The new NROWS Planning Module (NROWS Build 1.25) requires active component OSOs and unit leadership to identify missions/events and their associated requirements in NROWS prior to the order generation process. In addition to streamlining the order generation process, the planning module will afford greater mission visibility, data integrity, and budget estimating.

b. School support.

(1) COMNAVRESFORCOM Training Department (N7) will prioritize school requirements and funding primarily for schools in excess of two weeks. The most current priority list of schools is located on COMNAVRESFORCOM (N7) SharePoint webpage.

(2) To ensure proper quota management, orders must be submitted, saved, and routed by the NRA orders specialist no later than 30-days prior to the school start date for Continental United States schools and 60-days prior for Outside the Continental United States schools.

c. All ADT orders over 29-days shall be screened by the order specialist to ensure compliance with reference (c).

6. Direct Commission Officers (DCO). DCO's shall complete DCO Indoctrination Course prior to execution of any other active duty orders.

7. Personnel Assignments. Transfers from a SELRES status (i.e. retirement or transfers to the Individual Ready Reserve (Volunteer Training Unit/Active Status Pool)) affect incentives and benefits. Unit CO or OICs shall counsel SELRES regarding their affected benefits and NRAs shall ensure Sailors acknowledge their understanding by signing the applicable NAVPERS 1070/613, Administrative Remarks.

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The NAVPERS 1070/613 and further information on the incentives and benefits affected are listed on the COMNAVRESFORCOM reserve policy SharePoint webpage.

8. Orders and Travel Vouchers. Liquidation of orders and travel vouchers is a force priority and must be incorporated into the routine business of the NRAs and units.

a. Unit COs/OICs shall incorporate order and travel claim liquidation as part of the routine of their unit administration. This includes immediately cancelling orders and associated travel should a member not execute his/her orders.

b. NRAs shall monitor and work to reconcile orders and travel claim liquidation weekly.

c. NRAs are authorized to suspend subsequent orders until all required documentation has been submitted to satisfy the liquidation of any previous order(s).

9. Cancellation Contingency. This notice will remain in effect until superseded by an instruction on the same subject.



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